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ABSTRACT

This student staff personnel manual is designed to orient student employees of the New Mexico State University (Las Cruces) Office of Intramural/Recreational Sports to their duties and responsibilities and to provide personnel policies and standard operating procedures. Topics include: student employment procedures, pay rates for job classifications, time sheets, policies/rules/discipline, 2-way radio use policy, safety, emergency situations, student health services, accident reports, worker's compensation, student/faculty eligibility, equipment and fee, faculty use, office assistant duties, equipment room/I.D. checker and weight room supervisor I.D. checker, camping equipment, first aid building supervisor, intramural first aid personnel, and night/weekend supervisor. The appendices include sample forms: time sheet, seven equipment room forms, two night/weekend supervisor forms, accident reports, and worker's compensation forms. (IAH)

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INTRAMURAL STAFF HANDBOOK

ED355181

NEW MEXICO STATE UNIVERSITY

LAS CRUCES, NM

STUDENT STAFF PERSONNEL MANUAL
FROM THE

OFFICE OF INTRAMURAL/
RECREATIONAL SPORTS

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1992

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MESSAGE TO STUDENT EMPLOYEES

We welcome you as an employee of the NMSU Intramural-Recreational Sports Office. Without our student workers, our programs could not function. Our success depends upon your positive and committed approach to your individual assignments as well as your sense of loyalty and support for our program as a whole.

You must be able to interact with our patrons and interpret our policies to them. All policies were developed with the intent to protect the safety of patrons as well as staff, to provide fair access to programs and facilities for all those entitled to their use, and to maximize the investment made by the University and ASNMSU in the Intramural Program. When necessary, you must be able to enforce these policies as directed in this manual and by your supervisor(s).

Always remember that ours is a service operation. You have been hired to help us deliver what we have promised to the University community.

KEEP IN MIND.....

THE PATRON IS THE V.I.P. IN OUR PROGRAM.
THE PATRON IS THE PURPOSE OF OUR WORK.
THE PATRON DESERVES OUR MOST
COURTEOUS ATTENTION.

THE NMSU COMMUNITY OF PATRONS IS OUR FIRST
CONCERN -- THE INDIVIDUAL PATRON IS OUR
SECOND CONCERN -- WE ARE THIRD.

Dr. Fran Dudenhoeffer
Intramural Director

DIRS

STUDENT EMPLOYMENT PROCEDURES

The Division of Intramural-Recreational Sports (DIRS) depends upon reliable student employees to staff the important programs it provides to the University community. We welcome all students who have an interest in becoming a part of our service mission. In order to assure that selection of student employees gives equal opportunity to those who are qualified, certain procedures must be followed. These procedures are listed here for your information.

1. **ELIGIBILITY:** To be hired by DIRS, a student must meet the requirements of the Placement Career Center. In general, these are listed below. For specific information see STUDENT EMPLOYMENT HANDBOOK (SEH).
 - a. **Regular Semester Employment**
 - 1) **Undergraduates:**
 - A. Must be enrolled for at least 12 credits.
 - B. Unless new student, must have completed and passed 12 credit hours in previous semester.
 - C. Must have a 2.0 overall G.P.A..
 - 2) **Graduate:**
 - A. Must be enrolled for at least 9 credits.
 - B. Unless new student, must have completed and passed 9 credit hours in previous semester.
 - C. Must have at least a 3.0 overall G.P.A..
 - 3) **Non-degree students:** Generally not eligible for employment.
 - 4) **Foreign Students:** Must be approved by Office of International Student Services.
 - b. **Summer or Interim**
 - 1) **Regular Student:**
 - A. Must have been enrolled for minimum credits indicated above (1-a) during preceding semester
 - B. Must have completed credit progression as listed above (1-a) and met G.P.A. requirements.
 - 2) **Others:** Must be enrolled for 3 credits each summer session or 1 credit during interim.
2. **STUDENT OFFICIALS:** Those who are interested in officiating the many sports activities sponsored by DIRS are invited to apply directly to the Intramural Office. Depending on the activity, announcements seeking officials will be found on the OFFICIALS BULLETIN BOARD and in the IM Office. In the team sports, announcements will be up as much as a month in advance of the sport. Applicant will be required to attend training clinics and will be tested prior to game assignments. Assignments are based on ability but student officials must also be available and interested. Those who are most able and most available will get a greater number of assignments. (While officiating is a temporary, seasonal job, student employees must meet all requirements of the Placement Career Center).

3. OTHER JOB CLASSIFICATIONS:

a. General Procedures

- 1) All other job classifications will be posted through the Placement Career Center. Students should look for announcements posted either at the Activity Center or at the placement Center.
- 2) All applications are to be made at the Placement Center. They will refer your application to the DIRS and we will call you in for a preliminary interview.

b. General Eligibility

- 1) **Training/Education:** Most of our jobs require no particular basic skills except what one would expect of any college student, i.e. ability to communicate verbally and in writing, ability to meet and deal with the public, ability to follow procedures and enforce rules, etc. Since we do work in a recreational setting we do give preference to the following:
 - A. Those with satisfactory experience working in similar settings.
 - B. Those who are physical education majors or minors.
 - C. Those with appropriate and current certifications, i.e. first aid, athletic training, EMT.
- 2) **Longevity:** We look for students who plan to stay with us and give preference to those who appear to be able to give us at least a 2 or 3 year return on the investment we make in hiring and training them. Naturally, exceptions will be made if qualifications or our needs are better served by the more advanced student.
- 3) **Work-Study:** Those who are awarded work-study status and who can meet the general requirements of our positions will be given preference.

c. Work Load

All full-time students are limited to 20 hours per week during regular semesters. Students may work up to 40 hours per week between fall and spring terms, school holidays that total one week or more, and during the summer. We cannot and do not promise a full 20 hour load to all students. Assignments depend upon our need and the student's availability.

d. GROUP 1 (Student Aides/Recreation Aides/Clerical Aides)

Duties are primarily secretarial, clerical or service worker functions

- 1) **Substitute:** Most students begin at this level. It serves as probationary period to see how they adjust to our program and procedures. To substitute, the student must be familiar with the job position he/she is asked to fill.
- 2) **Equipment Room I.D. Checker:** Responsible for issuing wrist bands to eligible participants for open recreation, checks out requested equipment upon seeing proper NMSU I.D., keeps records of the equipment checked out and checked in, reports all missing or damaged equipment, secures the equipment room from unauthorized personnel, keeps equipment in order and may be asked to make minor repairs. Must be able to follow rules and procedures as well as organize equipment and paper work.
- 3) **Weight Room Supervisor/Weight Room I.D. Checker:** Responsible for checking people, who wish to enter weight room, for proper validation on university I.D.; documenting person's name, social security number and time of entry to weight room; determining who has been in weight room for the allotted time (one hour) so that other people waiting can enter the weight room. Weight room supervisor/I.D. checker are responsible for enforcing Intramural Policies in the weight room, security, and maintenance of weight room facilities. Preference is given to those who have experience with or

training in weight lifting. At times when use is down in the weight room, the Weight Room I.D. Checker and Weight Room Supervisor responsibilities may be combined.

- 4) **Camping Equipment:** Responsible for camping equipment security, check out, repair and documentation of equipment condition when checked-out and returned. This includes checking for proper validation on I.D.'s, verifying that the camping deposit was paid and issuing camping equipment.
- e. **GROUP II (Student Assistants/Athletic Assistants)**
Duties are of a Technical/Professional nature or require supervisory capacity.
- 1) **First Aid/Building Supervisor:** Responsible for injury evaluation and care until patron can be transferred to authorized medical agents. When not needed for first aid duties, the First Aid/Building Supervisor will be responsible for building supervision, security and enforcing Intramural policies concerning use of facility. Duties include checking racquetball courts, weight room dance studio and locker rooms. Preference given to students with current EMT certification but will consider those with current Red Cross Advanced First Aid or Athletic Training or comparable certification.
 - 2) **Intramural First Aid Personnel:** Responsible for first aid and injury evaluation and care until patron (Intramural participant) can be transferred to authorized medical agents. Also responsible for checking field of play for hazards, removing hazards and/or informing head official and/or league supervisor of such hazards as found. Intramural First Aid personnel should be in visual or radio contact with field officials, head official, equipment room and/or league supervisor in case of emergency at all times. Preference given to students with current EMT certification but will consider those with current Red Cross Advanced First Aid or Athletic Training or comparable certification.
 - 3) **Night Supervisor:** Must have good working knowledge of all Intramural policies and procedures. Preferably someone with an undergraduate degree in Physical Education/Recreation major and those with First Aid Certification. In charge of night time operation personnel and is responsible for general welfare of the facility and patrons. The Night Supervisor patrols the facility and handles problems where encountered, acts as supervisor to student aides and has the primary responsibility for enforcing rules and handling emergencies as the representative of the Intramural Program during open recreation hours. Must be able to follow rules and procedures as well as enforce them. Generally takes whatever actions are necessary for the safe, smooth operation of the program including checking racquetball courts, weight room, dance studio and locker rooms.
 - 4) **Weekend Supervisor:** Preference given to individuals with an undergraduate degree preferably in Physical Education/Recreation or a related field and those with First Aid Certification. Responsible for general welfare of the facility and patrons, the weekend supervisor patrols the facility and handles problems where encountered. Acts as supervisor to student aides and has the primary responsibility for enforcing rules and handling emergencies as the representative of the Intramural Program during weekend open recreation hours. Must be able to follow rules and procedures as well as enforce them. Generally takes whatever actions are necessary for the safe, smooth operation of the program including checking racquetball courts, weight room, dance studio and locker rooms.
 - 5) **Other:** When needed, other assistants may be designated to serve specific needs of the IM Programs.

Note: While each worker has an assigned work station and duties, the supervisor may reassign duties during a work shift to meet the current program needs.

PAY RATES FOR JOB CLASSIFICATIONS

Pay Rates: There is a minimum/maximum pay rate for each classification. Generally, all first year employees and all substitutes in Group I receive minimum wage. Regular shift workers may expect a 5 cent raise/ hour for each year of continued employment. Group II employees are paid at a higher rate. Amounts will be variable depending upon the duties required and established on an individual basis. The Intramural Office is committed to paying our employees a fair salary that is reflective of their skills and abilities. None-the-less, there are severe limits placed upon our pay rates that are a reflection of University Student Employment regulations and our year-to-year appropriations from ASNMSU. The following guidelines for pay rates are current for our fiscal year and reflect our future expectations; however, all employees should understand that future rates will be dictated by our financial support in the future and are, therefore, not guaranteed.

- I. Clerical Aide: Min. \$4.25/max \$4.50
- II. Equipment Room: Min. \$4.25/max \$4.50
- III. Camping: Min. \$4.25/max \$4.50
- IV. Weight Room: Min. \$4.25/max \$4.50
- V. First Aid/Building Supervisor or Intramural First Aid Personnel
 - A. EMT and First Response: Min. \$4.65/max \$5.00
 - B. Advanced First Aide:Min. \$4.45/max \$4.80
- VI. Supervisory Assistant (Night, Weekend and Program Aides)
 - A. Undergraduate:\$5.75 flat fee
 - B. Graduate w/out PER Degree:\$6.50 flat fee
 - C. Graduate with PER Degree:\$6.75 flat fee

Generally speaking, those workers not on a flat fee can expect a 5 cent/year increment up to the maximum for the job classification and, in some cases, where merited, some consideration of additional skills may be given. In all cases, the bonuses above the minimum are at the discretion of the supervisor for that job category and may not exceed the maximum. Since many of our workers are assigned to more than one job, the following policy will be used. You will be paid at the rate of the job that one does. Bonuses based on experience and skill are at the discretion of the supervisor but maximum for job categories may not be exceeded. If by some chance a worker should be asked to handle two job assignments at once, then the worker can expect to be paid at whichever is the higher rate for which he/she qualifies.

Time Sheets

1. Student employee sign in sheets are located in the equipment room. Each staff position has an appropriate sign in place on the time sheet. Sign in at the time you arrive for work or at the time your shift begins whichever is later. For example your shift begins at 3:15 and you arrive at 3:00, sign in at 3:15.

NOTE: SIGN IN ONLY FOR YOURSELF DO NOT SIGN IN FOR ANYONE ELSE!!

2. It is advised that each employee keep a separate record of hours worked. The Activity Center payroll is one of the largest on campus and from time to time errors may occur.
3. Time sheets are collected at the end of each month. The day which these are due varies. Work study needs to have their time sheets in by the twenty seventh of the month and student employment need to have their time sheets in two working days before the end of the month. If that day falls on a weekend then time sheets are due on the nearest working day previous to the weekend.
4. All time sheets will be verified by staff supervisor.

POLICIES/RULES/DISCIPLINE

1. Policies/Rules/Discipline

- a. All staff are responsible for enforcing rules/policies. Student employees have a direct responsibility to know, follow and enforce all policies, especially those connected with their specific work area. Failure to act or claims of ignorance of policies constitute negligence on the part of the student employee. Upon receipt of this handbook you are expected to read and learn thoroughly the information contained in the general DIRS Policy Book. We will stand behind and support any student employee who follows appropriate procedures. If you do not know how to proceed or see the need for new policy development, notify your staff supervisor immediately.
- b. The staff supervisor will handle discipline. He/she should be notified in case of disturbance (fight, participant being uncooperative, etc.). Generally, if an attempt has been made to reason with the offender(s) and they will not cease the disruption or cooperate, warn them that campus police will be called. If this does not gain cooperation, then proceed to call NMSU police to escort the person out of the facility. Write an ejection report about the incident, submit it to the person in charge of discipline and appropriate action will be taken. The supervisor's judgment will have to be used and, if conditions warrant, campus police may be called immediately, without an attempt to reason with or warn the offender. If the supervisor can not be contacted within the time required to safely handle a situation, then the staff member must use his own judgment and proceed as he might reasonably expect the supervisor to do if present. Generally staff should not leave their assigned positions, but rather contact by radio or send someone else to locate the supervisor for assistance. However for situations with extenuating circumstances, the staff member's own judgment must determine how they proceed.

- c. I.D.'s will be required of all students, faculty, and staff. Make it easy on all concerned ASK FOR I.D.'S. If an individual refuses to show an I.D. or presents extenuating circumstances for not having an I.D., notify the staff supervisor and he/she will deal with the situation.
- d. Policy on the use of the facility and equipment are enclosed (see Student/Faculty Eligibility, Facility Use, Equipment Fee).
- e. Staff will be expected to conduct their responsibilities in a dignified and courteous manner and are subject to disciplinary action if they fail to follow acceptable standards of behavior while on the job.

2. Work Conditions

- a. **Arrive to work on time.** Sign in and sign out, and do not leave until dismissed by staff supervisor.
- b. **Substitutions- Everyone will be responsible to arrange his/her substitute in all cases with the exception of emergencies.** Arrangements should be made at least one day ahead of time. Two substitute forms should be filled out posting one on the cork board in the equipment room and putting the other on the door of the Assistant Director of Intramurals in charge of open recreation staff. Make sure that the substitute signs the form themselves. The person who is scheduled for the shift is responsible for the shift until the substitute signs the substitute form. While procedures are established that allow substitutes, workers are expected to be on the job and use substitutes only when absolutely necessary. If a person gets a large number of substitutes for a particular shift, then at the discretion of the Assistant Intramural Director, the shift may be reassigned to another worker. There are no guarantees that subs will be available. If you can not find a substitute , you are expected to work. Failure to work the shift may result in reassignment of the shift.
- c. **Day to Day Operations**
 - 1) In emergencies, the staff supervisor should be called as soon as possible.
 - 2) Staff supervisor should be contacted via standard forms in any case of substitution. He/she should be informed of the following:
 - A. Name of substitute
 - B. day and time of substitution
 - C. substitute's phone number
 - 3) **There will be no recreation activity during on-duty hours (basketball, weight training etc.).** Workers may take short breaks from their duties after clearing the break with the supervisor. Other wise, all workers are expected to be at their work station at all times.
 - 4) Staff shirts and name tags are to be worn while on duty by all student employees. Shirts and name tags will be available in the equipment room at the beginning of each shift and will be returned to the equipment room after the shift is completed.

Note: Student employees are expected to act mature and polite while working and participating in any and all activities in the open recreation or intramural programs. Any behavior other than this will be reprimanded and dealt with according.

2-Way Radio Use Policy

The radios used for Intramural and Open Recreation use are communication tools to help our program run more efficiently. They are essential in our program, and should be used to communicate messages only pertinent to your job. **The following items are POLICY. please make sure you are aware of them.**

LOCATION & STORAGE

The radios are located in the cage of the equipment room. Each radio needs to have the squelch and volume control turned to the off position and returned to a charger at the completion of each shift. Leaving the radios on will not allow them to charge correctly.

RADIO USE

These radios are for communication purposes only. They are not a toy. **Your communications should be limited to work related situations only.** PROFANITY or other unnecessary vocalizations will not be permitted. These are against Federal Communication Regulations and may cause the loss of our license. Radios should not be carried by the antenna and care should be taken when using the radios.

PERSONNEL WITH RADIOS

The following employees should have a radio at all times in their possession. The list includes intramural/recreational staff.

- Weekend/Night Supervisor
- First Aid/Building Supervisor
- Intramural First Aid Personnel
- Head Officials (1 per head official)
- Weight room Attendant
- Equipment Room I.D. Checker
- Each on duty professional staff member (Dudenhoeffer, LaPorte, Fedak) should have a radio on in case their help is needed in emergency situations.

****The Intramural Officials (other than head officials) do not need radii in their possession, but may borrow a radio for business purposes only.****

SAFETY

All DIRS policies are designed to promote personal safety as well as care of facilities and equipment.

1. Inspect play and work areas and equipment for unsafe conditions. Report immediately any hazardous condition, dangerous activity, or property damage.
2. Know and follow procedures for handling accidents.
3. Maintain facility and equipment security by preventing unauthorized use of facilities and equipment.
4. Enforce equally all participant policies such as eligibility, safe use of equipment, use of protective equipment, proper attire, personal conduct, player and crowd control.

EMERGENCY SITUATIONS

EMERGENCY PHONE NUMBERS

CAMPUS POLICE.....	3311
FIRE DEPT.....	2000
FACILITY EMERGENCY.....	0111
OPERATOR.....	0111
HEALTH CENTER.....	1512

Emergencies: Know and follow emergency procedures.

1. **Injuries:** Locate First Aid Staff and do what you can to assist. Do not attempt to move anyone you suspect may have a head, neck, back injury. If immediate medical attention is needed (ambulance):
 - a. Notify the Equipment Room Attendant that you will need an ambulance, give them your location in the facility or fields and type of injury or illness.
 - b. The equipment room attendant will call the **Campus Police (3311)** and tell them:
 - 1) Equipment Room Attendant's name and location
 - 2) Type of injury or illness
 - 3) Specific location of patient and First Aid Providers Name.
 - 4) Your phone number for return call reference.
 - c. The equipment room attendant should then call the person who requested the ambulance and inform them that the police have been contacted and that an ambulance is on the way.
 - d. Upon completion of calling for the ambulance, the equipment room attendant should contact the supervisor for the program. Inform them that an injury has occurred, advise him/her of the injury and that an ambulance was called.
2. Students who have paid the health fee should be referred to the Student Health Center. Faculty, staff, visitors and part-time students, who have **not** paid the health fee, are **not** eligible to use the Health Center and should **not** be sent there. Faculty and staff may be referred to the Staff Health Center.

Note: The Health Center **does not** do X-rays. Individuals who need an X-ray should be sent directly to the Family Medical Center on 1605A El Paseo Rd. (523-2521) or to the Memorial Hospital Emergency Room.
3. **Fire or Other Facility Threatening Emergency:** This includes bomb threats. Clear the building and call the Campus Fire Department (2000) and/or Campus Police. People in the main gym area should exit the facility through either the side exit doors or through the main facility exits. People in the racquetball courts will need to exit through the main facility exits. People in the Combative Room, Rm 226 or Dance Studio should exit through the rear exits or the doors in the specific room (if any). People in Rm 201 and the observation deck of the racquetball courts should exit through the front upstairs exit. Anyone found in the Locker Rooms can leave the facility either by the exits at the end of the Locker Room Halls or by the nearest available exit (front or rear). **The Night/Weekend Supervisor should**

designate student workers to check the specific areas and Locker Rooms to make sure that everyone has left the facility. Do not allow anyone back into the facility until you are given an all clear by the campus authority contacted (Fire Department or Campus Police).

4. Loss of Electric Power/Lights:

- a. If emergency lights come on, clear the building. Be sure to check the locker rooms, weight room and racquetball courts.
- b. If emergency lights do not come on, tell people to stay where they are and immediately locate our flashlights (wall plug emergency lights which convert to flashlights are found in room 103, room 101 and the equipment room). Go immediately to locker rooms and evacuate, then clear the other areas of gym.

5. Fights: Do not try to physically break the fight up. Call Campus Police (3311) immediately.

6. Maintenance emergencies: Report either to Campus Police or University Operator. Clear the facility or specific area if necessary.

Student Health Services

Telephone: 646-1512

Who is Eligible?

All students carrying 12 or more credit hours per semester and those part-time students carrying 6-11 credit hours who choose to pay the prescribed Health Center fee.

Out-Patient Clinic

The out-patient clinic is open year-round during the specified hours.

HOURS: Fall and Spring semesters

MONDAY - FRIDAY
8:00 A.M. - 11:30 A.M.
1:00 P.M.-4:30 P.M.

SATURDAY
8:30 A.M. - 11:30 A.M.
CLOSED SUNDAYS

During the summer months, the out-patient clinic is closed on Saturday mornings. A physician is on call after hours throughout the year except during the Christmas holidays. At times practitioners will request return appointments, but patients can be seen regularly on a walk-in basis.

Basic Health Services Available

Laboratory	Allergy Injections
Pharmacy	Medical Clinic
Psychiatric Clinic	Gynecology Clinic
Dermatology Clinic	Health Education
Immunizations	

Health Fee - What is Covered?

Certain services provided by the Health Center are paid for entirely by your Health Fee. They are:

- * Visits to the staff physicians.
- * Emergency care during and after clinic hours.

- * Mental health counseling.
- * Health education.

Health Fee - What is NOT Covered

Your Student Health Fee does enable the Health Center to provide additional services at reduced costs in most areas - however, minimal charges are assessed for the following services:

- * Pharmacy
- * Laboratory
- * Allergy injections
- * Immunizations
- * Orthopedic appliances and rental items
- * Dermatology clinic
- * Optional procedures
- * X-ray (services available locally)
- * Consultant services (those not available in Health Center)

THE STUDENT HEALTH CENTER IS NOT RESPONSIBLE FOR ANY MEDICAL EXPENSES INCURRED OUTSIDE THE HEALTH CENTER.

Confidentiality of Records

Medical records are CONFIDENTIAL and WILL NOT be released to any person or organization without written authorization of the student or by court subpoena.

Guide to Medical Care

Become acquainted with the location of the Health Center, which is on the corner of Breland Drive and McFie Circle. Visit your Health Center whenever you have a health question or problem. When arriving at the Health Center for medical care, present your current student I.D. card at the reception desk. If asked to return for care on an appointed date, please make an appointment at the reception desk before leaving the Health Center.

Student Health Insurance

All students who have paid the student health fee are urged to consider supplemental health insurance coverage. The university sponsors an optional insurance program available to those students authorized to use the Health Center and their dependents. However, you DO NOT need to have health insurance coverage to the Health Center if you have paid the student health fee.

ACCIDENT REPORT

Accident Report forms are legal documents. **Make certain that they are Complete, accurate and legible.** Each line should contain the appropriate information asked for.

1. Be sure to date the document at the top, in the box provided, also put time which accident happened after date.
2. Fill in the injured person's name, sex, social security number, address, phone number and participant status (were they a student full-time, part-time, undergraduate or graduate, staff or other). If other specify what other is.

3. **Type of Activity** means in what program did this accident happen. Specify if it was a Physical Education class (give course number and section), an Intramural Program (volleyball league, basketball league, etc.), open recreation or other. If other specify what other is (example: USVBA volleyball tournament, etc.).
4. We do not need to get the signature of witness. If any are available try to get their address and phone number so that we can contact them if we need more information about the incident.
5. The Brief Description of Injury and Cause calls for the injury symptoms, what they indicate (**plain english please**) and what might have caused the injury if possible.
6. Give a brief description of first aid rendered and if referred for further attention in the box provided. **Note: all injuries should be referred to Health Center Emergency Room, or physician for a professional diagnosis!!**
7. In the Signatures box make sure that the first aid provider and the instructor or supervisor sign. The supervisor should make sure that all information is provided before signing the form. A signature from the injured party is not required if they are incapable or need to leave.
8. The Refusal of Treatment box or form is provided if the person does not want any first aid. Try to fill out the description of injury section with your best guess as to the injury and put that they were uncooperative and refused treatment.
9. After filling out the form in the case of treatment rendered give the **yellow copy (last page of form)** to the injured party and turn the other copy in to the supervisor to check and sign. The supervisor then posts the form on the bulletin board for the Assistant Director of Intramurals to pick up. Make sure that if the injured person receives any equipment (crutches, ace bandages, etc.) a equipment check out form is filled out. **This equipment is to be checked out for a maxium of two days. Make sure the person checking them out is aware of this.**

Worker's Compensation

The New Mexico Worker Compensation Statute requires immediate submission of all accidents and failure to do so can be cause for assessment of monetary penalties. In addition, late submission of report delays statutory benefits to the injured worker. Report all accidents requiring medical care immediately! Do not wait for medical assistance! If in doubt, call the Employee Benefits Section, (505)646-1741 for assistance.

INJURY BY ACCIDENT-COURSE OF EMPLOYMENT. As used in the Worker's Compensation Act, unless the context otherwise requires, "injury by accident arising out of and in the course of employment" shall include accidental injuries to workers, and death resulting from accidental injury, as a result of their employment and while at work in any place where their employer's business requires their presence, but shall not include injuries to any worker occurring while on his/her way to assume the duties of his/her employment or after leaving such duties, the proximate cause of which is not the employer's negligence.

In the event the worker is seriously injured or killed and cannot report the accident, the

supervisor with knowledge of the accident is still responsible for completion of the reports.

Medical Care

Effective November 1, 1990, the procedures for receiving medical care for work-related injuries were changed. **ALL EMPLOYEES IN THE LAS CRUCES AREA NEEDING NONEMERGENCY CARE DURING NORMAL WORKING HOURS WILL UTILIZE EMPLOYEE HEALTH SERVICES (EHS) LOCATED IN THE GENESIS CENTER.** The EHS physician may refer to other medical providers if appropriate. Medical providers may not refer employees to other providers without prior approval of EHS.

Emergencies and work-related injuries occurring after hours or on weekends will be treated by the nearest emergency room. On the next working day, call EHS at (646) 6600 for instructions. **(Note: Critical emergencies should be sent immediately to the nearest emergency room, then contact EHS.)**

All employees, including student employees, are subject to these procedures. Supervisors are responsible for directing their subordinates to the appropriate medical provider. We recommend that supervisors accompany the employee to the medical provider whenever possible.

Reporting

Procedures for reporting work-related injuries have been revised. Every injury should be reported whether or not medical care is needed. A new form will be used by the employee: "Employee's Statement of Work-Related Injury." Please give the form to the injured employee to complete and sign. This is the only form the employee will complete. The supervisor will then complete the "First Report of Accident" and the "Supervisor's Accident Investigation Report." The employee will not be involved in completing these two forms. The employee and supervisor forms are forwarded to Employee Benefits within 24 hours of the injury.

Instructions

1. First Report of Accident

Supervisor should immediately prepare an employer's "First Report of Accident" and the employee prepare an "Employee's Statement of Work-Related Injury". The "First Report of Accident" is NOT to be completed by the injured worker but is to be completed by the employer based on personnel information on file on the worker, and what the worker tells him occurred. The "First Report of Accident" and "Employee's Statement of Work-Related Injury" forms must be sent to the Employee Benefits Office within 24 hours of the injury.

2. Supervisor's Report

- a. The Supervisor's Accident Investigative Report is on the back of the "first report of accident" form. This page must be completed and signed also.
- b. Departments need to retain a copy for their records.

Note: Both of these reports MUST be signed by an official who has authority to sign on behalf of the insured (Night/Weekend Supervisor or Professional Staff). These reports are NOT completed or signed by the worker.

3. Supplemental Report of Injury

a. Return to Work

When someone returns to work, immediately a supplement report must be completed and returned to the Employee Benefits Office. They will in turn notify the Safety Officer and insurance company.

b. Changes

A Supplemental Report of Injury must be completed and signed by the employer if there is any change in facts as set forth on the First Report.

c. Reoccurrence

When an employee has complications with a previous injury a Employer's Supplemental Report of Injury must be completed.

STUDENT/FACULTY ELIGIBILITY, FACILITY USE EQUIPMENT FEE

Article IV Eligibility

Section 1. All members of the Associated Students of New Mexico State University and all full-time faculty/staff members of NMSU shall be eligible to enter any activity promoted by the Division of Intramural Recreation Sports, except as provided later in this article. A member of the ASNMSU is a person who has paid an activity fee for the current semester and is the owner of a current activity card in his/her name (this includes people who are part-time students, at the main campus, with a current sticker).

1. Part-time students who have paid their activity fee are eligible to participate in all intramural activities and check out equipment.
2. Non-university spouses of students, staff and/or faculty shall be eligible to enter co-recreational activities promoted by the DIRS, within the provisions of this article, and use DIRS facilities with their spouse upon payment of the current Intramural Activity Fee/semester (they may not check out equipment).
3. Non-university spouse and/or children may also be eligible for use of facilities and equipment under special family programs. Check with the Intramural Office for current fees and procedures.
4. Students at the Dona Ana Branch; in University Extension courses; students, faculty and staff from branch campuses of NMSU; and students in Continuing Education courses are not eligible to participate in DIRS programming. Dona Ana Branch students who have not paid the ASNMSU activity fee may purchase an intramural activity pass from the Office of Intramural-Recreation Office (available in the intramural office-Rm 103).
5. Each participant is required to show a current NMSU student or faculty/staff I.D. card, with a current sticker, to enter activities or use facilities. Any individual not

having a card will not be allowed to participate until such times as that individual produces this card. Identification of eligible participants is accomplished by their presentation of their current, valid NMSU I.D. and/or activity card to designated Intramural staff. Individual users should have their I.D. available for presentation whenever and wherever they participate in activities sponsored by Intramurals. Individuals without cards are subject to ejection from activities. If there is a doubt as to the validity of the card, the individual will be required to show a drivers license and/or other acceptable evidence to support his/her claim of eligibility. In all cases, intramural staff retains the authority to accept or reject claims of eligibility.

6. Summer school eligibility: In recognition of the substantial numbers of university students who do not attend during the summer sessions, special eligibility rules have been established to meet the needs of the university community. Those who accept the privileges as outlined below are also considered to accept the usual responsibilities of participation in DIRS programming.
 - a. Full-time and part-time summer students who have paid the university activity fee have full access to DIRS activities equipment and facilities.
 - b. Spring students who have paid the Summer Intramural fee may enter DIRS activities and check out equipment.
7. All other cases will be decided on an individual bases by the Intramural Policy Board and/or the Intramural Director. Requests for consideration should be submitted in writing to the Intramural Office.

ARTICLE XI EQUIPMENT AND FEES

The DIRS Program shall be conducted with a minimum of expense to the participants. Sports equipment will be furnished whenever possible, but participants may be required to furnish their own personal equipment and should when possible. No fees are charged by the DIRS, however, participants may be required to pay fees charged by outside agencies.

Individuals are responsible for equipment that is checked out. Fees will be charged under any or all of the following circumstances:

1. Equipment is returned past the due date.
2. Equipment is damaged.
3. Equipment is lost.

(For charges see current fee schedule available in Intramural Office.)

Failure to pay fees will result in loss of check-out privileges, exclusion from intramural program activities and university disciplinary action.

Only students, faculty and staff with valid I.D. and current sticker are eligible to check out equipment in limited quantities. Generally, equipment is available on a first come, first serve basis. Occasionally, for special events involving university groups and/or university activities, arrangements may be made with the DIRS Office for equipment

reservations. In such instances, requests should be made at least three days prior to the date needed. No requests will be taken for weekend use after 4 p.m. on Thursdays. Camping/canoeing equipment may not be reserved unless cleared by Intramural office.

Equipment use may be extended to non-university groups on a rental basis depending on availability.

Article XII

Section 2. Open Recreation

1. The Activity Center will be available for open recreation during posted hours except for the following times:
 - a. When Instructional classes are in progress.
 - b. When scheduled Intramural-Recreational games, tournaments or activities are in progress.
 - c. When sanctioned University activities are in progress, for example:
 - 1) Clubs
 - 2) Varsity practice or games
 - 3) Continuing Education Classes
2. Some portions of the Activity Center may be available for open recreation when scheduled Intramural-Recreational games, tournaments or activities or sanctioned University activities are in progress.
3. Handball/racquetball courts are available by reservation only. Contact the I.M. office for current policies/procedures.
4. Full court basketball games may be terminated at anytime by the recreational supervisor should the need arise to make more space available.
 - a. Players who are waiting may move onto baskets with less than 6 players and supervisors may move players to make more baskets available.
 - b. Where a basket is free, volleyball players may move into that third of the quadrant. If there are fewer than 6 volleyball players and 6 basketball players are waiting, the area will be given over to basketball. By the same token, if there are fewer than 6 basketball players and 6 volleyball players are waiting, the area will be given over to volleyball.
 - c. Volleyball and basketball players are expected to control their play and not interfere with activity in adjoining areas. If a group cannot control their play, they will be removed from the court entirely. Volleyball players may not play in center areas between adjoining courts.
5. Quadrant four of the main gymnasium will be available primarily for volleyball play. However, the following rule will apply: To hold the quadrant for volleyball, 10 players must be present.
6. Club reservations will not be honored for groups with less than 10 participants. With some exception based upon program priorities, quadrant three of main

gymnasium will be available for club reservation from 3:30-6:30 p.m. on Monday through Thursday. During open recreation, if not reserved, quadrant three may also be available for badminton, 10 players must be present.

7. If basketball games are in progress and 10 players wish to play volleyball on quadrant 4 or 10 players wish to play badminton on quadrant 3, then all basketball games must cease in the applicable quadrant to allow for either volleyball or badminton play. This rule does not apply if these quads are reserved.
8. Groups should not dominate court space for unreasonable lengths of time. If the gym is crowded, the supervisor may ask all players to rotate so that more individuals can play. Volleyball and badminton groups should limit their play to 1 1/2 hours. However, if 12 players are present, there will be no time limit on play.
9. Basketball players are reminded that lighted basketball courts are available outside the Activity Center.
10. In all cases, the Division of Intramural-Recreational Sports Supervisor's decisions and directions concerning court use must be followed. The intent of all such decisions and these rules are to guarantee use of the Activity Center to as many participants in as many activities as possible.

Section 3. Guests: The Division of Intramural-Recreational Sports is happy to accommodate members of the university community when they have an occasional guest. However, due to limited facilities and heavy use, the ASNMSU Intramural Policy Board has limited guests to only two entries per week. Guests must be 18 and will be expected to present identification which bears a birth date. The host must remain with the guest at all times. Procedures to be followed on our guest policy are:

1. Host (NMSU student, faculty or staff) may pay guest pass fee of \$2.00 at the Intramural Office during regular business hours, Room 103, Mon.-Fri., 8:00 a.m. to 4:30 p.m. or at the equipment room during other open recreation hours.
2. Host must enter and remain with guest while using the facilities.
3. While there is no limit on the number of times a host may have a guest, no one may enter as a guest more than two times/week, and a host may have only one guest at a time. Exceptions may be made under extenuating circumstances at the discretion of the Intramural Office or DIRS Supervisor.
4. As with all NMSU students, faculty and staff, the host is required to show an I.D. for admission.
5. No guests under 18 will be allowed. Proof of age may be required.
6. Guests of the University may be designated by an appropriate University Administrator and upon payment of the established fee be allowed to use Activity Center. Arrangements for such guests should be made through the Intramural Director prior to the time for use. Guests must follow all rules for facility use and the Administrator who requires this privilege accepts all responsibility for the guest.

JOB DESCRIPTIONS

OFFICE ASSISTANT

To assist the Secretary of the Intramural-Recreational Office in the performance of office duties that will help make the office function more effectively and efficiently. These duties include typing, filing, answering the phone, taking entries, supervising racquetball court reservations, etc..

Responsibilities:

1. Wear appropriate clothing for work that is clean and neat. You represent our program to the people you meet. We want to be as proud of you as we are of our program.
2. Enforce all building regulations and policies as set by NMSU, the Department of Physical Education, Recreation and Dance and the Office of Intramural-Recreational Sports.
3. Know the Intramural and Recreational-Sports Office Emergency Procedures (See Emergency Procedures).
4. Responsible for racquetball court reservations. These duties, include:
 - a. Allow only one reservation per person/per day.
 - b. Check out equipment.
 - c. Check I.D.'s and for appropriate shoes (shoes must be worn).
 - d. After 15 minutes, check to see if appropriate people are on courts.
5. Responsible for processing Intramural entries. These duties include:
 - a. Checking that each entry has a social security number.
 - b. Correct number of people necessary for team entry;.
 - c. Manager's name, phone number, and signature.
 - d. After entries are taken, each roster must be typed and each participant must be verified by the computer print out.
6. Responsible for taking in facility requests.
 - a. Before taking request, check book to see if facility is available.
 - b. Make sure dates and time requested are clear.
 - c. Check for representative phone number in case we need to contact them for more information about the request.
 - d. If the activity is not an NMSU function, inform person of appropriate charge for

facility, supervisor and equipment. They will also have to have either liability insurance or a liability waiver signed by the participants.

7. Maintain facility scheduling book which include reservations for classes, Intramural activities, clubs and special functions.
8. Post current scores on bulletin boards of Intramural activities.
9. Enter participation on the computer.
10. Issue spouse and activity passes and also temporary I.D.'s.
11. Assist head officials with phone calls or other work that's necessary.
12. Must be able to use office machines such as a duplicator and Xerox.
13. General knowledge about sports offered in the program.
14. Will need to become familiar with faculty/staff members of the Department of Physical Education, Recreation and Dance.
15. An important part of this job is in dealing with the public, we must keep in mind that we are providing a service to our patrons and this is our first concern.

Equipment Room/ I.D. Checker

1. Arrive for work 15 (fifteen) minutes before the scheduled opening of the gym or the start of shift. This means that if the A.C. opens at 3:30 then arrive ready to work at 3:15. Wear staff shirt and name tag while on duty and otherwise project a professional appearance that will reflect pride in our program and your job. Equipment Room/ I.D. Checker's responsibilities include checking University I.D.'s and issuing wrist bands and equipment to individuals and groups with proper identification or authorization.
 - a. Admit and issue equipment to all those who meet the current policies for gym use according to the IM policy book (see Student/Faculty Eligibility):
2. Keep a record of the hourly participant count of facility use.
3. Assist the gymnasium supervisor when necessary to make the program run more efficiently and effectively.
4. Enforce all building regulations and policies as set up
5. When issuing equipment:
 - a. Have the individual fill out (completely) and sign the equipment request form.
 - b. **DO NOT** issue any equipment unless you see a valid **ASNMSU STUDENT I.D. CARD WITH CURRENT STICKER, AN NMSU STAFF OR FACULTY I.D. CARD WITH CURRENT STICKER, OR AN INTRAMURAL-RECREATION I.D. CARD.** Be sure the individual is eligible to check out equipment according to IM Policy Book Article IV- Section 1 and Article XI (see above).

- c. Complete your portion of the equipment request form. Double check that all information is filled out and the name, telephone and social security number is legibly written. After double checking, make sure that you initial the form, in the proper place, at the bottom.
 - d. After you issue the individual the requested equipment, file or post the equipment form in the appropriate place.
5. Maintain the files for checking wrist bands and equipment in and out.
6. Check in racquetball court reservations. Each person playing must be on the court list and show I.D.. On weekends, take court reservations as prescribed in the racquetball reservation procedures.
7. Maintain and clean the equipment room and equipment:
 - a. Return all equipment to the proper shelves.
 - b. Clean the shelves when necessary.
 - c. Report problems associated with equipment room maintenance to Night/Weekend Supervisor or Assistant Intramural Director.
 - d. Broken or damaged equipment should not be checked out, report it to Night/Weekend Supervisor or Assistant Intramural Director.
8. Do all duties deemed necessary by the DIRS Office to make the equipment room more efficient.
9. At closing double check for wrist bands and equipment not turned in, check the I.D. box for I.Ds left, equipment issue file, and shelves for equipment not returned and items left.
10. Know all emergency procedures (See Emergency Procedures). Be ready to call campus police or firemen if requested by First Aid/Building Supervisor or Night/Weekend Supervisor.
11. **Do not permit anyone in the Equipment Room unless they are Department faculty and staff or unless they are accompanied by a member of this Department.**

WEIGHT ROOM SUPERVISOR

The Weight Room Supervisor should be knowledgeable about the equipment and techniques involved in weight training, be prepared to actively assist those patrons who, either ask for or appear to be in need of help, and be sure that all patrons use the equipment properly and safely.

1. Wear appropriate work clothes, i.e. be neat and clean and wear Intramural staff shirt and name tag. Reflect pride in yourself and our program. Report to work fifteen (15) minutes before the shift is to start.
2. Enforce all building regulations and policies with particular regard to weight room use and safety procedures.

3. Inspect the weight room upon entry (do the check list) and prior to patron use to insure:
 - a. Area is clean.
 - b. Equipment is in safe, working order.
 - c. That all equipment is present and/or accounted for.

If any of the above are not in proper condition either fix it or remove it from use and make a note of the problem on the weight room check list. If necessary report the problem to the Night/Weekend Supervisor and/or Assistant Intramural Director.

4. Supervise weight room during open recreation to assure patron safety, area cleanliness, as well as equipment in safe working order.
5. Assure that patrons wear proper attire at all times. This specifically includes appropriate shirt and footwear. Shirts should be either a tank top (excluding string tank tops) sweat top or t-shirt. Appropriate footwear does not include sandals.
6. Perform final inspection upon closing the area. When closing, do the following:
 - a. Put all equipment (benches, plates and bars) in appropriate places. Make sure that there are no weight left on bars and no plates leaning on the walls. Pick up all waste paper, t-shirts, towels, etc. which are left on the floor and benches after closing and put them in appropriate place.
 - b. Report any equipment that is broken or needs maintenance to the Night/Weekend Supervisor and or the Assistant Intramural Director (leave a note on his office door) and make a note of the problem on the weight room check list.
 - c. Turn off lights and secure door.
7. Do not just sit in the weight room, make rounds, talk to people and inspect the equipment and check the back double doors during your shift. The back double doors are emergency exits and should not be use for any other reason. On these rounds take a towel and wipe down equipment seats and pads (sweat). This will help keep our maintenance down and assist in maintaining a clean work-out environment.
8. **When in doubt as to a procedure or a question arises about something which you do not have an answer, call the Night/Weekend Supervisor or ask the Assistant Intramural Director.**

CAMPING EQUIPMENT

1. Wear appropriate work clothes, i.e. be neat and clean and wear the name tag provided. Reflect pride in yourself and our program.
2. Issue equipment according to the following procedure:

- a. Check to see that individual has paid their deposit fee with the Intramural Office and have a receipt slip.
 - b. Check I.D. card. Make sure that it is current and that the individual meets eligibility requirements. Eligibility requirements are as follows from the ASNMSU Intramural Organization and Policy Handbook:
 - c. Individual must open and check equipment before departing. Note any minor tears or damage on check-out sheet. **DO NOT ISSUE EQUIPMENT THAT IS BROKEN OR HAS PARTS MISSING.**
 - d. Limit amounts on one I.D. to:

2 sleeping bags	1 tent
2 back packs	1 canoe set
 - e. Give each person a user responsibility leaflet (and boater regulations if applicable).
3. Check condition of returned equipment before individual departs. All returned equipment must be clean. A cleaning fee of \$2.00 will be assessed if necessary. Fees will be assessed for damage or lost items. Check with Assistant Intramural Director for current fee schedule.
 4. Maximum check-out time is (96 hours) four days not counting day of issue. Individual returning equipment late will be fined \$1.00 per item per day late, \$3.00 for a canoe set.
 5. Maintain files for check-out forms. The check-out forms and receipt should be returned to the front office (103) and any charges assessed should be clearly marked.
 6. Maintain a complete inventory for all equipment.
 7. Maintain equipment and area.
 - a. Set aside damaged equipment, make minor repairs, report unusable equipment to Assistant Intramural Director.
 - b. Report to Assistant Intramural Director any materials needed to repair or replace equipment.
 - c. Mark and clean equipment when necessary.

First Aid/Building Supervisor

1. Wear appropriate work clothes, i.e. be neat and clean and wear Intramural staff shirt and name tag. Reflect pride in yourself and our program. Report to work at the appropriate posted time (ie 3:00pm, 6:45pm, etc.).
2. Be alert to emergency needs in the gym and be ready when called for help. Always carry a radio so that in the case of emergency you can be contacted. Know emergency phone numbers and do not hesitate to call for assistance if necessary.

3. Do only basic first aid and or life sustaining first aid. **Do not diagnose injuries.** Suggest to every individual that they consult with a physician. Do not say or imply that the IM Office will pay any cost for treatment or transport. If an injured participant refuses assistance, fill out refusal form with as much information as possible and turn it in. Make sure to give all reports to the Supervisor by the completion of your shift.

4. Emergencies: Know and follow emergency procedures.
 - a. Injuries: Locate First Aid Staff and do what you can to assist. Do not attempt to move anyone you suspect may have a head, neck, back injury. If immediate medical attention is needed:
 - 1) Procedure for calling an ambulance:
 - A. Notify the Equipment Room Attendant that you will need an ambulance, give them your location in the facility or fields and type of injury or illness.
 - B. The equipment room attendant will call the police and tell them:
 - 1] their name and location
 - 2] type of injury or illness
 - 3] specific location of patient
 - 4] your phone number for return call reference.
 - C. Upon completion of calling for the ambulance make sure the equipment room attendant should contact the supervisor for the program that the injury occurred and advise him/her of the injury and that an ambulance was called.
 - D. The equipment room attendant should then call back the person who requested the ambulance and inform them that the police have been contacted and that an ambulance is on the way.

 - b. Fire: Clear the building and call the Campus Fire Department (2000).

 - c. Loss of Electric Power/Lights:
 - 1) If emergency lights come on, clear the building. Especially check the locker rooms weight room and racquetball courts.
 - 2) If emergency lights do not come on, tell people to stay where they are and immediately locate our flashlights (wall plug emergency lights which convert to flashlights are found in room 103, room 101 and the equipment room). Go immediately to locker rooms and evacuate and then clear other areas of gym.

 - d. Fights: Don't try to physically break them up. Call Campus Police immediately.

 - e. Maintenance emergencies: Report either to Campus Police or University Operator.

 5. If equipment (crutches, ace bandages, etc.) is given to an injured person document it on an Equipment Check Out Form and post this on the same bulletin board as the Accident Forms. Make sure to indicate to the person and on the form when the equipment is to be returned. There is a maximum of two days check-out (not including the day of check-out).

 6. The First Aid/Building Supervisor are authorized to declare an injured player ineligible to remain in the game. Use this power judiciously. If in the opinion of the first aid provider the individual may cause further injury to themselves or

there is associated risk to the other players by their continued participation, the first aid provider should remove them from the game. To accomplish this, report the circumstances and person to the league supervisor.

7. Accident Report Forms are legal documents. Make certain that they are complete, accurate and legible. Refer questions to the Staff Supervisor. One must be filled out for all accidents.
8. Maintain first aid kits and first aid rooms.
 - a. Organize equipment and be sure it is stored properly.
 - b. Advise Assistant Intramural Director when supplies and equipment need to be replaced.
 - c. Keep adequate amount of ice on hand.
 - d. Clean and mark equipment when necessary.
9. While this is not intended to be an all inclusive list, the following are some specific safety and/or injury items to which you should be alert when assigned to an IM activity.
 - a. Facilities: We can prevent many injuries before they occur by inspecting the playing area for hazards and removing those hazards that exist when possible. First Aid/building Supervisor's should eliminate these hazards with the assistance of the officials and their supervisors. If the hazards cannot be eliminated then they must be pointed out to the activity supervisor and all other individuals concerned. Every effort should be made to correct the problem before allowing anyone to use the facility in question.
 - b. Badminton/Racquetball/Handball: Most common injuries are sprains and muscle pulls. Bruises and cuts may occur if hit with racquets. Anticipate potential eye injuries if ball/shuttlecock hits eye. Eyeglasses may also be shattered from impact with game implements. In racquetball there is also potential for dislocations and/or broken bones if the player runs into the wall.
 - c. Basketball: Strong possibilities exist for sprains and various types of ligament and tendon pulls. Cuts may occur and eye injuries are a possibility that is most frequently caused by fingers hitting the eye. Jammed fingers are also very common. Do not attempt to pull a jammed finger. Players often fall and bump their heads creating a strong possibility of concussion and /or back injury.
 - d. Fencing: Under safe fencing conditions, it is rare to have more than an occasional bruise or the usual sports injuries of pulls and sprains. However, cuts do occur to exposed flesh. Since the cuts are caused by a metal object, it maybe wise to suggest a tetanus shot to the injured party if they have not had one within recent memory. While rare, blades can break and penetrate the mask or clothing with the potential for a severe puncture wound.
 - e. Soccer: Sprains, tendon and ligament damage, dislocation, breaks, concussion and spinal injuries are common enough in this sport to merit close attention to all playing areas for immediate action.

- f. Volleyball: Sprains and jammed fingers seem the most common problem.
- g. All Activities: Heart attacks and epileptic seizures should be anticipated. Reactions to drugs are a possibility. Many students try to continue their activities even when sick with colds/flu. Individuals have passed out or gone into shock under such conditions when they tried to participate in exercise. Also be aware that during the hot months that people may come in from the outdoors with possible heat stroke or heat exhaustion symptoms.

10. When not needed for first aid the First Aid/Building Supervisor will help the Night/Weekend Supervisor in the supervision of the facility. Twice each hour he/she will walk through the facility (racquetball courts, main gym floor, weight room, dance studio, combative room, class rooms, men's and women's locker rooms, halls, P.E and Intramural offices) to insure that:

- a. People using the facilities are eligible participants.
- b. Proper rules, procedures and judgement are being followed in the use of the facility.

1) EJECTIONS FROM THE FACILITY

- A. If someone is ejected from the facilities, inform them that they will have to see the Assistant Intramural Director who is in charge of discipline before they will be allowed to use the facilities again. Acquire their name and social security number from the equipment room and fill out an ejection form. Once this form is filled out photo copy it and place one on the door of the Assistant Director of Intramural in charge of discipline and put the other in the ejection box (located in the Equipment Room).
- B. If they refuse to leave peacefully then call the supervisor on duty and inform them of the situation. The supervisor should then try to persuade the individual to leave. If this fails then inform them that the campus police will be called to come and escort them from the facility. As a last resort the campus police should be called to escort the person out of the facility (**this procedure applies to any and all people who are asked to leave the facility and refuse to leave**).

2) Dunking is one of the most violated rules in the facility.

- A. You do not need to give a warning to a person caught dunking.
 - 1] If the person is asked to leave tell them that they will have to see the Assistant Director of Intramural in charge of discipline before being allowed to use the facility again.

Definition of a Dunk: Forcefully throwing (pushing) the ball downward through the rim. A person dunking does not have to touch the rim in order for it to be a dunk.

- c. No theft or vandalism occurs in the facility.
- d. All hazardous situations within the facility are noted and corrected if possible.
- e. Any trash or spills which may have occurred during the shift are cleaned up .

11. The First Aid/Building Supervisor may be called on to perform certain other tasks designated by either the Night/Weekend Supervisor, Assistant Intramural Director

or the Director of Intramurals as needed. One such task may be cleaning the locker room facilities at the end of the evening shift or weekend shift.

Note: When you have a question about a policy, procedure or rule; contact the Night/Weekend Supervisor for clarification. DO NOT TAKE UPON YOURSELF TO MAKE A DECISION ALONE.

INTRAMURAL FIRST AID PERSONNEL

1. Wear appropriate work clothes, i.e. be neat and clean and wear Intramural staff shirt and name tag. Reflect pride in yourself and our program. Report to work at the appropriate posted time.
2. Be alert to emergency needs in the gym or on the fields and be ready when called for help. Be sure supervisors and officials know your location at all times.
3. Do only basic first aid and or life sustaining first aid. **Do not diagnose injuries.** Suggest to every individual that they consult with a physician. Do not say or imply that the IM Department will pay any cost for treatment or transport. If an injured participant refuses assistance, fill out refusal form as complete as possible (top and bottom) and turn it in. Make sure to give all reports to the Supervisor by the completion of your shift.
4. Procedure for calling an ambulance:
 - a. Notify the Equipment Room Attendant that you will need an ambulance, give them your location in the facility or fields and type of injury or illness.
 - b. The equipment room attendant will call the police and tell them:
 - 1) their name and location
 - 2) type of injury or illness
 - 3) specific location of patient
 - 4) your phone number for return call reference.
 - c. Upon completion of calling for the ambulance make sure the equipment room attendant should contact the supervisor for the program that the injury occurred and advise him/her of the injury and that an ambulance was called.
 - d. The equipment room attendant should then call back the person who requested the ambulance and inform them that the police have been contacted and that an ambulance is on the way.
5. If equipment (crutches, ace bandages, etc.) is given to an injured person document it on an Equipment Check Out Form and post this on the same bulletin board as the Accident Forms. Make sure to indicate to the person and on the form when the equipment is to be returned. There is a maximum of two days check-out (not including the day of check-out).
6. **I.M. First Aid Personnel are authorized to declare an injured player ineligible to remain in the game. Use this power judiciously.** The individual may feel they have the right to risk further injury to themselves, but if there is associated risk to the other players by their continued participation, we have the duty to remove them from the game.

7. When filling out Accident Report Forms remember that they are legal documents. Make certain that they are complete, accurate and legible. Refer questions to the Night/Weekend Supervisor or other Professional Intramural Staff. An Accident Report must be filled out for all accidents. If treatment is refused fill out the refusal form as completely as possible and have them sign at the bottom of the Accident Report Form or fill out a separate Refusal of Treatment Form.
8. Maintain first aid kits and first aid rooms.
 - a. Organize equipment and be sure it is stored properly.
 - b. Advise Assistant Intramural Director when supplies and equipment need to be replaced.
 - c. Keep adequate amount of ice on hand.
 - d. Clean and mark equipment when necessary.
9. While this is not intended to be an all inclusive list, the following are some specific safety and/or injury items to which you should be alert when assigned to an I.M. activity.
 - a. **Facilities:** We can prevent many injuries before they occur by inspecting the playing area for hazards and removing those hazards that exist when possible. I.M. First Aid Personnel should assist officials and building supervisors in the elimination of these hazards. This includes bicycles between fields during IM flag football, broken sprinkler heads and any other obstacle or obstruction which could potentially harm someone.
 - b. **Archery:** Most common injuries are bruises from improper shooting techniques and cuts on the fingers from fletching glue or splintered arrows. While rare, you may also anticipate a puncture wound should an arrow penetrate a participant or spectator.
 - c. **Badminton/Tennis/Racquetball/Handball:** Most common injuries are sprains and muscle pulls. Bruises and cuts may occur if hit with racquets. Anticipate potential eye injuries if ball/shuttlecock hits eye and eyeglasses may also be shattered from impact with game implements. In racquetball there is also potential for dislocations and/or broken bones if the player runs into the wall.
 - d. **Basketball:** Strong possibilities exist for sprains and various types of ligament and tendon pulls. Cuts may occur and eye injuries are a possibility. These are most frequently caused by fingers hitting the eye. Jammed fingers are also very common. Do not attempt to pull jammed finger. Players often fall and bump their heads creating a strong possibility of concussion and/or back injury.
 - e. **Fencing:** Under safe fencing conditions, it is rare to have more than an occasional bruise or the usual sports injuries of pulls and sprains. However, cuts do occur to exposed flesh. Since the cuts are caused by a metal object, it may be wise to suggest a tetanus shot to the injured party if they have not had one within recent memory. While rare, blades can break and penetrate the mask or clothing with the potential for a severe puncture wound.

- f. Football: Sprains, tendon and ligament damage, dislocation, breaks, concussion and spinal injuries are common enough in this sport to merit close attention to all playing areas for immediate action. This is our highest risk activity and First Aid Personnel should be particularly alert during this playing season.
- g. Soccer: Similar to football with slightly more potential for bruises caused by kicks and blows to the head.
- h. Softball: While injuries seem to be less frequent during softball season, First Aid Personnel should remain alert. Players can be hit with the ball causing a variety of injuries including the strong possibility of a broken nose. Player collisions are sometimes responsible for serious injuries and slides cause abrasions, sprains and breaks. The catcher runs the risk of being hit in the head with the bat.
- i. Volleyball: Sprains and jammed fingers are the most common problem.
- j. Outdoor Activities: In hot weather, heat stroke and exhaustion are strong possibilities. During stormy weather, we should be off the playing areas but there is always the risk of lightening striking before a storm breaks or without warning.
- k. All Activities: Heart attacks and epileptic seizures should be anticipated. Reactions to drugs are a possibility. Many students try to continue their activities even when sick with colds/flu. We have had a few individuals pass out or go into shock under such conditions when they tried to participate in exercise.

Night/Weekend Supervisor

The Night/Weekend Supervisor is assigned the duty of general facility supervision during all open Recreation and Intramural activities. Supervision falls into five basic areas of responsibility: maintenance, security/safety, assistance, student-staff supervision and communication. These are provided for all building activities such as Open Recreation, Intramurals, Reservations, Classes, etc. Try to remember that everything you do, no matter how small, may make the difference between a successful program and a poor program.

1. Wear name tag and appropriate clothing for work that is clean and neat. Arrive to work at designated time.
2. Maintenance: This is important for many reasons-- safety, security, budget via less wear and tear and greater longevity of facilities and equipment, and public relations. How well maintained and/or clean our facility is reflects on the pride we take in it.
 - a. Items to check on each tour of facilities:
 - 1) Doors have locks working properly and hardware secure.
 - 2) Floors clean and unobstructed.
 - 3) Walls are clean with wall plugs and switches operational and signs in approved areas.
 - 4) Lights are operational and on/off as required. Check to see that covers are on and not broken.
 - 5) Stairwells clean and unobstructed with lights on.
 - 6) Trash receptacles available and not overflowing.

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- 7) Restrooms are clean with toilet paper and paper towels available. Also check to see that trash is not overflowing.
 - 8) Ceiling tiles are in place and not broken.
- b. Laundry is the responsibility of the Night/Weekend Supervisor and should be done on a daily basis when necessary. It is generally expected that as much laundry as is possible should be done during the shifts available.
 - c. Locker Rooms will be left in a clean condition at the completion of each normal operating day. It is the responsibility of the Night/Weekend Supervisor that the following will be done:
 - 1) Toilets will be flushed and wiped clean.
 - 2) Trash will be emptied from receptacles and debris picked up from floors.
 - 3) Basins, mirrors and chrome fixtures wiped clean.
 - 4) Keep an eye out for any graffiti on doors/walls/etc. and report it to Assistant Intramural Director or day time staff.
 - d. Perform expected maintenance and correct items as needed and/or report problems to Assistant Intramural Director. If unsafe conditions are encountered that cannot be dealt with immediately stop use of area and/or place warning sign as appropriate.
3. Security/Safety: We have an obligation to assure that our facilities are safe and secure. It is both a legal and an ethical obligation to the users, ourselves, and the University. A tour of the facilities should be made each half hour (the Night/Weekend Supervisor and the First Aid/Building Supervisor should alternate so that each makes the tour once per hour). The tour should be conducted in an orderly fashion such that each area of the gym is visited - all four quads, weight room, dance and combative rooms, racquetball (upstairs and down stairs), locker rooms, small restrooms, stairwells, classrooms, balcony, offices and lobbies.
- a. When checking the facility each hour look for:
 - 1) Doors inappropriately locked/unlocked
 - 2) Items tossed near to playing areas
 - 3) Policy and rule violations, especially illegal entry, excessive force on the backboards and/or rims (dunking), shoes that mark the floor, etc..
 - 4) Lights on/off as required, especially stairwell lights in the building. These should be on during all hours of operation and outside stairwell should be left on after dark and remain on overnight.
 - 5) Bleachers around courts should be up unless in use and as far away from main play areas as possible. Bleachers should not be stored near the baskets which are in use and should have the wood planks facing out toward the courts.
 - 6) Damaged equipment that cannot be moved should be marked as out-of-order and secured so that patrons will be discouraged from any attempt to use the equipment.
 - b. Staff: Part of security is that all workers are on the job, on time, and in appropriate attire. Night/Weekend Supervisor is responsible for assuring that all staff know their job and follow work policies and procedures. **Workers should not be engaged in any recreational activities themselves when on duty.** Supervision of student employees includes but is not limited to monitoring and verifying work hours, supervising substitution procedures, replacing absent workers and evaluating work performance. This includes

Camping Equipment Personnel and camping operations. Make sure that inventory is kept, items are clean and in good repair before check-out and that general operational policy and procedures are followed.

- c. User eligibility: All supervisors are responsible for certifying user eligibility (see User Eligibility) by assuring that building procedures are followed. Look for anyone suspicious. If you doubt eligibility, politely check it out. If you find someone in violation of our rules, be sure you know who they are and then advise them of the violation and apply whatever disciplinary procedures are appropriate to the situation. If ejected fill out the proper ejection form, photo copy it, leave one on the door of the Assistant Intramural Director in charge of discipline and put the other in the ejection box. Make sure that the person's name is put on the ejection list in the appropriate areas (weight room, equipment room and camping equipment). If you have to ask someone to leave, remain courteous at all times (no matter what they do or say). If they refuse, warn them that you will call campus police and report them for disciplinary action and if that doesn't work, do it. Do not become engaged in a direct altercation, verbally or physically and do not try to remove anyone physically.
 - d. Closing:
 - 1) All inside and outside doors must be locked, especially the weight room, equipment room, offices (both Intramural and P.E.), racquetball courts, classrooms, locker rooms, hall doors, inside gym entry doors, racquetball observation deck as well as any other door which can possibly be locked.
 - 2) All money collected through the day should be secured in proper place.
 - 3) Baskets should be up and all lights off, except outside stairwell.
 - 4) While closing make sure that all personnel have left before leaving the facility (unless otherwise told or there is a NMSU faculty or staff present with the group).
4. Assistance: It is the job of the Night/Weekend Supervisor to help provide a safe and enjoyable recreational program for the campus community. Every activity should be undertaken with that idea uppermost in your mind.
- a. Helping the patron:
 - 1) Direct teams, officials and individuals to the correct rooms, courts, etc.
 - 2) Accurately answer questions concerning facility use and intramural programs. If you do not know an answer, try to find out or tell the person who to see to get an answer.
 - 3) Approach everyone with a spirit of helpfulness, even when correcting them.
 - b. Helping each other:
 - 1) Assist the officials and others with setting up the courts for play (don't wait to be asked) and with putting things away.
 - 2) Be sensitive to needs of the student staff in performance of their duties, Staff should be given the opportunity for short breaks and may need assistance from the Supervisor during times that are particularly busy.
 - 3) Assist any member of the Department of Physical Education, Recreation and Dance when necessary for the betterment of the total program.
 - c. Emergencies: Know and follow emergency procedures.
 - 1) Injuries: Locate First Aid Staff and do what you can to assist. Do not attempt to move anyone you suspect may have a head, neck, back injury. If immediate medical attention is needed:

- A. Notify the Equipment Room Attendant that you will need an ambulance, give them your location in the facility or fields and type of injury or illness.
 - B. The equipment room attendant will call the police and tell them:
 - 1] Their name and location
 - 2] Type of injury or illness
 - 3] Specific location of patient
 - 4] Your phone number for return call reference.
 - C. The equipment room attendant should then call back the person who requested the ambulance and inform them that the police have been contacted and that an ambulance is on the way.
 - D. Upon completion of calling for the ambulance, the equipment room attendant should contact the supervisor for the program that the injury occurred and advise him/her of the injury and that an ambulance was called.
- 2) Fire: Clear the building and call the Campus Fire Department (2000).
- 3) Loss of Electric Power/Lights:
- A. If emergency lights come on, clear the building. Especially check the locker rooms weight room and racquetball courts.
 - B. If emergency lights do not come on, tell people to stay where they are and immediately locate our flashlights (wall plug emergency lights which convert to flashlights are found in room 103, room 101 and the equipment room). Go immediately to locker rooms and evacuate and then clear other areas of gym.
 - C. Fights: Don't try to physically break up. Call Campus Police immediately.
 - D. Maintenance emergencies: Report either to Campus Police or University Operator.
5. Communication: None of us can do our job with any degree of efficiency if we don't know what is going on. That means we have to talk to each other and to our patrons trying to share what we know as well as find out what we don't know.
- a. Supervisors should be conscious of the language and conversation which they use and other student workers use. Workers should always remember that wherever they are in the gym, someone is probably listening. Be aware and sensitive about what you are saying (it could come back to haunt you). Foul language, sexist, racist and/or negative comments about any religious group is absolutely forbidden. Any worker who engages in such should be immediately disciplined by his/her supervisor. If you have a dispute with another worker, do it in private. Always try to be supportive and non-judgmental of co-workers in public.
 - b. Try to convey to patrons that we care about them and we want to help them.
 - c. Paperwork: Keeping good records helps in several ways. It allows us to concretely evaluate our program. It reminds us of what we may have forgotten. It is the best assurance we have that the information does get passed on. It gives us support at budget time and in legal matters such as discipline cases and injuries.
 - 1) All incidents that have any potential for disciplinary and/or legal action should be written down reported to the Assistant Intramural Director.
 - 2) All accidents should have an accident report form filled out.
 - 3) Worker hours, substitutions, absences, tardy, etc. should be recorded
 - 4) Any deficiencies in facilities and/or equipment that cannot be dealt with by

- our staff should be recorded and reported to the Assistant Director of Intramural. Facility and equipment deficiencies that pose a hazard should be clearly marked and secured.
- 5) Records for daily use should be maintained hourly by equipment room personnel with the help of area supervisors.
 - 6) Night/Weekend Supervisors should review check-out sheets form time-to-time to assure they are done correctly.
- d. Availability: The Night/Weekend supervisor should be available to staff and patrons at all times to answer questions, back staff, apply discipline, sell passes, etc.
- e. Radios: The Night/Weekend Supervisor is to make sure that all personnel who need radios have them. The Night/Weekend Supervisor, First Aid/Building Supervisor, Weight Room Supervisor and Equipment Room/I.D.Checker should have radios and use them properly (see the section on Radio Procedures).
- 1) Radios are to be used for business communications only and appropriate language is to be used.
 - 2) The Night/Weekend Supervisor should monitor radio communications to assure that standards are met and staff who use the radios inappropriately should be reprimanded.
 - 3) The Night/Weekend Supervisor should also monitor radio communications as a mechanism to keep in touch with what is going on and be ready to investigate if not called directly.
6. Report to the appropriate intramural director or supervisor concerning worker performance, disciplinary actions, facility or equipment problems, scheduling problems or any other incidences which may occur during assigned work shift and which may affect the DIRS.

Appendix A:
Workers Compensation Forms

Appendix A:
Time Sheet (Student Worksheet)

STUDENT WORKSHEET

NAME _____ MONTH _____

SS # _____ JOB POSITION _____

	MON	TUES	WED	THUR	FRI	SAT	SUN	WEEK TOTAL
DATE								
TIME								
DATE								
TIME								
DATE								
TIME								
DATE								
TIME								
DATE								
TIME								

TOTAL HOURS _____ RATE OF PAY _____ TOTAL \$ AMOUNT _____

SIGNED _____ EMPLOYEE SIGNED _____ SUPERVISOR/DIRECTOR/CO-ORDINATOR

DID YOU GET A SUBSTITUTE THIS MONTH?

- | <u>DATE</u> | <u>SHIFT</u> | <u>SUBSTITUTE'S NAME</u> |
|-------------|--------------|--------------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Appendix B: **Equipment Room Forms**

1. Arm Band Count
2. Daily Participation Count
3. Equipment Reservation Form
4. Intramural Equipment Check-Out Form
5. Guest Pass/Liability Waiver Registration Form
6. Release of Liability
7. Lost & Found; Parent Sign In

DAILY PARTICIPATION COUNT

DAY _____	DATE _____												
	<u>OPEN REC</u>			<u>WEIGHTROOM</u>			<u>RACQUETBALL</u>			<u>MISC.</u>			<u>TOTAL</u>
	M	F	FS	M	F	FS	M	F	FS	M	F	FS	
10:00 AM	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
11:00 AM	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
NOON	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
1:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
7:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
8:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
9:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
10:00	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL FEMALES _____

TOTAL FACULTY & STAFF _____

TOTAL GUEST PASSES _____

RACQUETBALL NO-SHOWS _____

NIGHTS TOTAL _____

**Intramural-Recreational Sports
New Mexico State University
Department of PERD**

EQUIPMENT RESERVATION FORM

DATE OF REQUEST _____

DATE/TIME OF CHECKOUT _____

DATE TO BE RETURNED _____

(ORGANIZATION OR INDIVIDUAL) _____ IS REQUESTING
TO RESERVE AND CHECKOUT THE FOLLOWING EQUIPMENT: _____

NAMED: _____ SS # _____

DEPARTMENT _____ PHONE # _____

ADDRESS _____ CONFIRMED BY _____

PLEASE READ THIS BEFORE YOU SIGN

I have received the above equipment and agree to personally return it on the specified date. I agree to pay the Intramural Office a late fee of \$1.00 per item per day, if not returned on the specified date. I further agree to pay for the replacement /repair of any items that I may lose/damage.

SIGNATURE _____

CHECKOUT STAFF _____

CONDITION OF EQUIPMENT (use if any equipment has any noticable damage or missing pieces)

INTRAMURAL EQUIPMENT CHECK-OUT FORM

NAME (PRINT) _____ DATE _____ TIME _____

EQUIPMENT: Number and Quantity

_____ ACE BANDAGES	_____ RACQUETBALL
_____ BADMINTON RACQUETS	_____ RACQUETBALL RACQUET
_____ BADMINTON BIRD	_____ REFEREE SHIRT
_____ BADMINTON NET	_____ SNORKEL & MASK
_____ BASKETBALL LEATHER OR RUBBER	_____ SOCCER BALL (INDOOR)
_____ BIKE LOCK	_____ SOCCER BALL (OUTDOOR)
_____ CHEST PROTECTOR	_____ SOFTBALL
_____ CONES	_____ SOFTBALL BASES (SET)
_____ COUNTER (OFFICIAL)	_____ SOFTBALL BAT
_____ CRUTCHES	_____ SOFTBALL GLOVE
_____ FINS	_____ STOPWATCH
_____ FOOTBALL FLAGS	_____ TENNIS BALL
_____ FOOTBALLS LEATHER OR RUBBER	_____ TENNIS RACQUET
_____ HANDBALL GLOVE	_____ TETHERBALL
_____ HEAVY BAG	_____ VOLLEYBALL
_____ HORSESHOE SET	_____ VOLLEYBALL SET
_____ JUMP ROPE	_____ VOLLEYBALL SET (SAND)
_____ OTHER	_____ WALLEYBALL SET
_____ PINNIES	_____ WEIGHT ROOM BELT

PLEASE READ BEFORE YOU SIGN

I have received the above equipment and agree to personally return it before the equipment room closes today. If I do not return the equipment before the equipment room closes today, I agree to pay the Intramural office a LATE FEE OF \$1.00 PER ITEM, PER DAY. I further agree to pay for the replacement / repair of any items that I may lose or damage.

SIGNED _____ S.S.# _____

ADDRESS _____ PHONE _____

INITIALS OF CHECK-OUT STAFF _____

GUEST PASS/LIABILITY WAIVER REGISTRATION FORM

❁ **IMPORTANT READ BEFORE SIGNING** ❁

Signing this Guest Pass/Liability Waiver Registration Form extends Intramural Recreational privileges for the activity/dates/hours recorded subject to the holder's compliance with all division for Intramural-Recreational Sports and University rules, policies and staff directions.

As the undersigned, I hereby agree and promise that I will not hold the regents of NMSU, their employees, their agents or others who are involved in supervision or operation of activities responsible for any damages and/or personal injuries which I may receive as a result of participation in activities or general use of DIRS facilities.

HOST'S NAME	HOST'S S.S. #	HOST'S PHONE #	GUEST'S NAME (PLEASE PRINT)
GUEST'S SIGNATURE	DATE	FEE	CONFIRMED BY

HOST'S NAME	HOST'S S.S. #	HOST'S PHONE #	GUEST'S NAME (PLEASE PRINT)
GUEST'S SIGNATURE	DATE	FEE	CONFIRMED BY

HOST'S NAME	HOST'S S.S. #	HOST'S PHONE #	GUEST'S NAME (PLEASE PRINT)
GUEST'S SIGNATURE	DATE	FEE	CONFIRMED BY

HOST'S NAME	HOST'S S.S. #	HOST'S PHONE #	GUEST'S NAME (PLEASE PRINT)
GUEST'S SIGNATURE	DATE	FEE	CONFIRMED BY

Lost & Found Receipts

Item Found _____ Date _____

Person Finding
Item _____

Item Returned (to) _____ Date _____

Witness

PARENT SIGN IN

The Division for Intramural-Recreational Sports provides an adult program. Children under 18 must enter and remain with parents at all times. Children are allowed to enter only as spectators. The Division and the University cannot and will not assume liability for children. Further more as the undersigned, I hereby agree and promise that I will not hold the regents of NMSU, their employees, their agents or others who are involved in supervision or operation of activities responsible for any damages and/or personal injuries which may have been received as a result of participation in activities or general use of DIRS facilities. We require the following information:

Parent's Name _____ SS # _____ Date _____

Address _____ Phone # _____

Child's Name _____ Age _____

Appendix C: **Night/Weekend Supervisor Forms**

1. Notice of Suspension
2. Absence Report/Late Report/Workers Substitute Report

5/25/92

Notice of Suspension

Rules and Regulations for Activity Center use are posed and/or available in the Intramural Office (Rm 103). All Activity Cnter participants have a responsibility to inquire about these rules prior to participation. Two rules that are well known are that against dunking an that requiring presentation of a university I.D. for admission. Further, university regulations require that the directions of university employees be followed in their areas of responsibility.

Due to your refusal to follow the rule listed below, I am authorizing the gym supervisor to suspend you from Activity Center recreational use until such time as you meet with me to discuss this matter. Please arrange an appointment with me (office 101-B, 646-4059) and bring this notice when you come.

Joseph F. Fedak
Assistant Intramural Director

Participant's Name _____ SS # _____

Rule Violated _____

Date of Suspension _____

Supervisor _____

Other Information or explanation:

ABSENCE REPORT

Date _____

_____ Did Not Report To Work Today.

Supervisor's Signature

Late Report

Date _____

_____ Was _____

Minutes Late To Work.

Supervisor's Singature

Workers Substitute Report

New Mexico State University
IM-Rec Sports

Name _____ Phone: _____

Substitutes Name _____ Phone: _____

Substitution Date _____ Substitution Time _____

Substitutes Signature _____

Appendix D:
Accident Report

NMSU IM/PE Accident Report

--	--	--

Month/ Day / Year

:

Time

NAME		
------	--	--

LAST

FIRST

MI

SEX

SS#

ADDRESS	
---------	--

STREET

CITY

STATE

ZIP

PHONE

Student _____	F-Time _____	Pt-Time _____	Undergrad _____	Grad _____	Staff _____	Other _____
---------------	--------------	---------------	-----------------	------------	-------------	-------------

Type of Activity

P.E. Class _____	Course No. _____	Section _____	I.M. _____	Op-Rec _____	Other _____
------------------	------------------	---------------	------------	--------------	-------------

WITNESES:

1. Name _____	Address _____	Phone _____
---------------	---------------	-------------

2. Name _____	Address _____	Phone _____
---------------	---------------	-------------

BRIEF DESCRIPTION OF INJURY AND CAUSE

BRIEF DESCRIPTION OF FIRST AID RENDERED AND IF REFERED FOR FUTHER ATTENTION.

SIGNATURES

First Aid Porvider _____	Instructor or Supervisor _____
Injured Party _____	

REFUSAL OF TREATMENT: I affirm that I have been offered assistance for the injury noted above and attest that I have refused that asistance. I agree to assume all responsibility for my physical well-being in regard to this injury. I further release and hold harmless the regents of NMSU, it's agents, employees, and those who have offered assistance from any and all liability or causes of action resulting from my refusal of assistance in case of this injury. This release is binding upon my heirs and personal representatives.

Signature _____ **Date** _____

Witness _____ **Date** _____

Appendix E:
Workers Compensation Forms

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT



You can't stop them unless you know how and why they happen. First find out what caused the accident and then correct or remove the cause.

Name of Injured _____ SS#: _____

Department or Trade _____

Date of Accident _____ Time _____ A.M. P.M.

Brief description of accident and injury _____

What do you believe caused the accident? Describe (a) any unsafe act of the injured person or fellow employee (b) faulty machine or equipment (c) unsafe condition of area (d) other _____

What should be done to prevent repetition? _____

Has it been done? Yes No If not, give reason _____

Date of Investigation _____

Noted _____ Date _____

Signature of Supervisor

NEW MEXICO STATE UNIVERSITY
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT.

(PRINT ALL ENTRIES)

1. Location Code		2. Accident Location (Building)		3. Time of Accident A.M. _____ P.M. _____		4. Date of Accident		5. Date Reported Supervisor Safety	
6. Nature of Accident: (Indicate with X) <input type="checkbox"/> Personal Injury <input type="checkbox"/> Personal Injury & Property damage <input type="checkbox"/> Property damage <input type="checkbox"/> Vehicle/Equipment Accident		7. Affected Employee Name _____ Employee No. _____		8. Was Medical Attention Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		9. Part of Body		10. Lost Time Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
11. Nature of Damage		12. Source of Damage		13. Witness/Co-Worker					
14. What happened? (Describe in detail)									
15. What immediate unsafe acts and/or unsafe conditions contributed to this accident?									
16. What are the underlying or root causes which allowed the above factors to exist?									
17. What actions have or will be taken to eliminate the root cause?									
18. Investigated By: (Immediate Supervisor)		19. Reviewed By: (Next level supervisor or Manager)		Date		20. Reviewed by (Safety)			

BEST COPY AVAILABLE

PURPOSE: To report all alleged injuries or illnesses resulting in 7 or more days of lost work or death of Employee. This form is not an admission or denial by the Employer as to whether the Employee's alleged injury or illness was compensable, and must be completed by the Employer or his Representative.

WHEN TO FILE: This form must be filed within 10 days of knowledge of any injury or illness from any source that results in 7 or more days of lost work. This form must be filed even though the Employer may believe that the Employee is not injured or ill or that an injury or illness is not work related.

WHERE TO FILE: The original form should be mailed to the New Mexico Workers' Compensation Administration at the address shown on the front of the form. Attention: Statistics Department. Copies must also be provided to the Employee and the Employer's Workers' Compensation Insurer.

PENALTIES: Each failure to file this form when required is punishable by a fine of \$1000.00.

WORKER'S/EMPLOYER'S RIGHTS AND RESPONSIBILITIES

IF YOU, THE WORKER, BELIEVE BENEFITS ARE DUE YOU UNDER THE WORKERS' COMPENSATION LAWS, YOU HAVE A RIGHT TO FILE A CLAIM WITH THE NEW MEXICO WORKERS' COMPENSATION ADMINISTRATION. WORKERS OR EMPLOYERS HAVING QUESTIONS ABOUT RIGHTS OR RESPONSIBILITIES UNDER THE ACT SHOULD CONTACT THE NEAREST WORKERS' COMPENSATION ADMINISTRATION FIELD OFFICE. AN OMBUDSMAN IS AVAILABLE TO PROVIDE MORE INFORMATION AND ASSISTANCE ON THE WORKERS' COMPENSATION ACT. TO CONTACT YOUR LOCAL OMBUDSMAN, PLEASE CALL 1-800-255-7965 OR WITHIN ALBUQUERQUE 841-6000. (8 A.M. to 5 P.M. M-F)

NATURE OF INJURY OR ILLNESS CODES

100 Amputation or Enucleation	156 Tetanus	281 Aluminosis	325 Worker's Flu
110 Asphyxia, Strangulation, Etc.	157 Tuberculosis	282 Anthracosis	Other
120 Burn (Heat)	158 Other Infective or Parasitic Disease	283 Asbestosis	265 Carpal Tunnel Syndrome
130 Burn (Chemical)	Dermatitis	284 Siderosis	310 Cardiovascular and Other Conditions of the Circulatory System
140 Concussion	180 Dermatitis, UNS*	285 Siderosis	520 Complications Peculiar to Medical Care
160 Contusion, Crushing, Bruise	183 Primary Infections of the Skin	286 Strabismus	500 Effects of Changes in Atmospheric Pressure
170 Cut, Laceration, Puncture	184 Other Skin Conditions	287 Other Pneumoconiosis	240 Effects of Environmental Heat
190 Dislocation	185 Dermatitis, Absent or Contact	288 Pneumoconiosis with Tuberculosis	220 Effects of Exposure to Low Temperatures
200 Electric Shock, Electrocution	189 Skin Condition, NEC**	Nervous System, Conditions of	530 Eye, Other Diseases of the Eye
210 Fracture	Poisoning, Systemic	560 Nervous System, Conditions of, UNS*	230 Hearing Loss or Impairment
250 Hernia, Rupture	270 Poisoning, Systemic, UNS*	561 Diseases of the Central Nervous System	991 Heart Condition, Includes Heart Attack
300 Scratches, Abrasions	271 Due to Toxic Materials	562 Diseases of the Nerves and Peripheral Ganglia	320 Hemorrhoids
310 Sprains, Strains	272 Diseases of the Blood and Blood Forming Organs	Malignant, Tumor	330 Hypertension, Systemic and Intensive
400 Multiple Injuries	273 Upper Respiratory Conditions	550 Hypertension, Tumor, UNS*	275 Hypertension, Toxic
900 No Injury	274 Influenza, Pneumonia, Etc.	551 Malignant	260 Inflammation of Joints, Etc.
950 Damage to Prosthetic Devices	276 Other Diseases of the Gastro-Intestinal Tract	552 Benign	540 Mental Disorders
995 Other Injury, NES**	278 Other Toxic Effects of One System Only	Radiation Effects	800 No Illness
999 Non-classifiable	Respiratory System, Conditions of	290 Radiation Effects, UNS*	999 Non-classifiable
Infective or Parasitic Disease	570 Respiratory System, Conditions of UNS*	291 Non-ionizing Radiation	990 Occupational Disease, NEC**
150 Infective or Parasitic Disease, UNS*	571 Upper Respiratory	292 Microwave	580 Symptoms and Ill-defined Conditions
151 Amebiasis	572 Asthma, Influenza, Pneumonia	293 Ionizing Radiation—X-Ray	
152 Anthrax	Pneumococcal	294 Ionizing Radiation—Isotopes	
153 Brucellosis	280 Pneumoconiosis		
154 Conjunctivitis and Ophthalmia			

BODY PART AFFECTED CODES

Head	198 Head, Multiple	410 Abdomen ... Internal Organs	829 Leg(s), NEC**
100 Head, UNS*	200 Neck & Cervical Vertebrae	Inguinal Hernia	830 Ankle(s)
110 Brain	UPPER EXTREMITIES	420 Back	830 Foot or Feet ... Not Ankle or Toes
120 Ear(s), UNS*	300 Upper Extremities, UNS*	430 Chest ... Ribs, Breastbone, Internal Organs	840 Toes(s)
121 Ear(s), External	310 Arm(s), UNS*	440 Hip(s) ... Pelvis, Organs, Buttocks	848 Lower Extremities, Multiple
124 Ear(s), Internal	311 Upper Arm(s)	450 Shoulder(s)	700 MULTIPLE PARTS
130 Eye(s)	313 Elbow(s)	498 Trunk, Multiple	Applies when more than one major body part has been affected such as an arm and a leg.
140 Face, UNS*	315 Forearm(s)	LOWER EXTREMITIES	NONCLASSIFIABLE
141 Jaw, Chin	318 Arm(s), Multiple	800 Lower Extremities, UNS*	999 Insufficient information to identify part of body affected, includes damage to prosthetic devices.
144 Mouth & Throat (Vocal Cords, Larynx)	319 Arm(s), NEC**	810 Leg(s), UNS*	
146 Nose	320 Wrist(s)	811 Thigh(s)	
148 Face, Multiple Parts	330 Hand(s), Not Wrist or Fingers	813 Knee(s)	
149 Face, NEC**	340 Finger(s)	815 Lower Leg(s)	
150 Scalp	398 Upper Extremities, Multiple	818 Leg(s), Multiple	
160 Skull	400 Trunk, UNS*		

*UNS — UNSPECIFIED

**NEC — NOT ELSEWHERE CLASSIFIED



NEW MEXICO WORKERS' COMPENSATION ADMINISTRATION

1820 RANDOLPH ROAD SE • P.O. BOX 27198 • ALBUQUERQUE, NM 87125-7198

MAIL REPORTS TO:
EMPLOYEE BENEFITS

PHONE: (505) 841-6000 • IN-STATE TOLL FREE: 800-255-7965

Box 30001, Dept 5273
Las Cruces, NM 88003

EMPLOYER'S FIRST REPORT OF ACCIDENT

For Workers'/Employers' Rights and Responsibilities, Please See Reverse Side.

INSTRUCTIONS AND CODES ARE ON THE REVERSE SIDE. PLEASE PRINT OR TYPE.

Location Code:

EMPLOYER	1) Business Name: State of New Mexico - New Mexico State University		2) Federal ID Number: 85-6000401 85-6000565		3) NM Unemployment Insurance #: 52-0181-0	
	4) Mailing Address: Box 30001, Department 5273			5) City: Las Cruces,		6) State: New Mexico
	7) Zip: 88003		8) Phone: (505) 646-1741		9) Supervisor:	
	10) Business Address: N/A			11) Type of Business: STATE GOVERNMENT (Education)		
12) Does Your Business Have a Safety Program?: YES (X) NO ()						
13) The Safety Program is Administered: Weekly () Monthly () Annually () Other (X) Specify: Various						
EMPLOYEE	14) Injured Worker's Name:				15) Social Security #:	
	16) Mailing Address:			17) City:		18) State:
	19) Zip:		20) Phone: ()		21) Sex: M () F ()	
	22) Age:	23) Date of Birth:	24) Marital Status: M () S () D () W ()		25) Highest Educational Level Attained:	
	26) Number of Children Under 18:		27) Average Weekly Wage:		28) Length of Employment:	29) Occupational Classification:
CARRIER	30) Workers' Compensation Insurance Carrier: RISK MANAGEMENT DIVISION				31) Policy #: NONE	
	32) Mailing Address of Carrier: 1100 St Francis Dr Joseph Montoya Bldg				33) Phone: () 827-0442	
	32a) City: Santa Fe,		32b) State: New Mexico		32c) Zip: 87503	
	34) Self Insured?: YES (X) NO ()			35) Has Insurance Company Been Notified of Injury?: YES () NO () Date Notified:		
INJURY INFORMATION	36) Date of Injury: Time: Day of Week:		37) Will Employee Lose Any Days From Work?: YES () NO () How Many? ()		38) Fatality Case?: YES () NO () Date of Death:	
	39) Disability Date:		40) County of Accident (Location): & Building		41) Date Employer was Notified:	
	42) Medical Provider: Hospitalization _____ Name: _____ Doctor's Office _____ Address: _____ No Treatment _____		43) Occupational Illness?: YES () NO () Describe: _____ Date Diagnosed: _____		44) Was Employee Under Influence of Drugs/Alcohol?: YES () NO () Unknown ()	
	45) Describe How Accident/Injury Occurred: Employee Alleges:					FOR OFFICIAL USE
	46) If Nature of Injury Code is Not Used, Write in Nature of the Injury/Illness: (See Back of Form)					TYPE CODE
	47) If Body Part Code is Not Used, Write in Part(s) of the Body Involved with Accident: (See Back of Form)					NATURE CODE
	48) Identify Objects/Chemicals Involved with Injury:					BODY PART CODE
	49) Was safety Device Used?: YES () NO ()					FOR OFFICIAL USE
50) Was Safety Device Provided?: YES () NO ()					SOURCE/OBJECT	

SIGNED BY _____
PRINT NAME _____

DATE _____
TITLE _____

NOTICE OF ACCIDENT

(pursuant to Chapter 52, NMSA 1978 section 52-1-29)

I, _____, was involved in an on-the-job
(name of employee)

accident at approximately _____ m, on _____ 19____.
(time) (date)

The accident _____
(briefly describe the accident; what happened, how and where, etc.)

Signed:

(employee)

(employee's SSAN)

WCA Form NOA-1 (1/91)

Signed:

(employer/employee's agent)